

## Capital Equipment Request Form – Instructions

1. **Fund/Departmental Activity** – Enter the Fund (e.g. General Fund, Municipal Aid Fund, etc) on this line. If the project is to be charged to more than one fund, please note each applicable fund. Also, note the primary department & activity in which the project will reside.
2. **Project Title, Form of Acquisition and Number Requested** – Enter a short name or identifier for the equipment to be purchased and check whether the equipment is proposed to be leased or purchased. Note the total number of units requested, *per fiscal year*.
3. **Fiscal Year Requested** – Note the fiscal year in which the equipment purchase is planned. If multiple years, note each year and the number requested.
4. **Cost** – List the expected purchase price of each item, both on a unit and total cost basis. Items such as police cars or fire trucks that require additional installation of equipment should be listed separately. If the purchase is requested for a future fiscal year and has been inflation adjusted, note the percentage increase you have estimated from the current year base price.
5. **Purpose of Expenditure** – Check the appropriate box indicating the need for the project.
6. **Usage Data** – Note how frequently the equipment is expected to be used and the estimated lifespan.
7. **Summary of Replaced Item (s)** – If the requested equipment purchase is replacement of an existing piece of equipment (i.e. backhoe, vehicle, etc) note the make, age and a brief maintenance history of the current unit. Frequent maintenance repairs would be listed as “H” and few repairs as “L”.
8. **Recommended Disposition** – Check the appropriate box indicating if the equipment will be sold, placed in reserve, or given to another department.
9. **Other Comments** – List any additional information that might be pertinent for consideration of the purchase.
10. **Director Signature** – Please make sure the Department Director signs the request.